

A starting allocation over 30 teaching weeks, weighted by each topic’s syllabus statements — adjust to your own calendar. The last column lists the Library material that already covers the topic.

Weeks	Topic	Subtopics	Library material
1–12	1. GAC012 Business II: Business Studies GAC012 II:	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7	Handout · 7 Learn lessons · Vocabulary list · 7 exercise sheets
13–22	2. GAC034 Personal Finance & Entrepreneurship GAC034	2.1, 2.2, 2.3, 2.4, 2.5, 2.6	Handout · 6 Learn lessons · Vocabulary list · 6 exercise sheets
23–30	3. GAC022 Business III: International Business Studies GAC022 III:	3.1, 3.2, 3.3, 3.4, 3.5	Handout · 5 Learn lessons · Vocabulary list · 5 exercise sheets